

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting  
Part 600: Disbursements

Page 641.01

SECTION 641: WARRANTS CANCELLED, SAFORM C-53

1. Purpose. The purpose of this form is to cancel an outstanding WARRANT.
2. Preparation. This form is prepared, as required, by the departments or agencies requesting to cancel an outstanding WARRANT. (NOTE: This form will be prepared by DAGS Central Payroll for the cancellation of Payroll Warrants.)
3. Frequency. This form is prepared on a daily basis, whenever a WARRANT is requested to be cancelled.
4. Distribution.
  - (a) Copy #3 - Retained by the initiating department.
  - (b) The Pre-Audit Branch receives Copies #1, #2, and #4 and makes the following distribution:
    - Copy #1 - To DAGS Accounting Division (UAR Branch).
    - Copy #2 - To B&F ICS Division, reconciliation clerk.
    - Copy #4 - Retained by DAGS Accounting Division (Pre-Audit Branch).
5. Special Rules.
  - (a) Departments that require an approved Warrants Cancelled, SAFORM C-53 with the Comptroller No. and Comptroller Date assigned by DAGS should submit an additional copy (Copy #5) to DAGS Pre-Audit.
  - (b) The Department and Division originating the Warrants Cancelled, SAFORM C-53, should be noted in the Other Remarks section.
  - (c) The total of warrant cancellation transactions recorded on each Warrants Cancelled, SAFORM C-53, should be noted in the Other Remarks section.
  - (d) Cancellation of current year and prior year warrants should not be coded on the same Warrants Cancelled form. Therefore, current year warrant cancellations and prior year warrant cancellations must be submitted separately.

## STATE OF HAWAII

## Accounting Manual

Volume II: Budgetary Control Accounting  
 Part 600: Disbursements

Page 641.02

SECTION 641: WARRANTS CANCELLED, SAFORM C-53

ITEM NO.	DATA AND DATA INSTRUCTIONS
1	DEPARTMENT NO. - Enter the document number assigned to the form by the department.
2	DEPARTMENT DATE - Enter the date the form was prepared by the department.
3	FUND - Enter the name of the fund that will be affected by this form. The transactions recorded by this form must not affect more than one fund.
4	COMPTROLLER NO. - The eight-character Comptroller number assigned by DAGS Accounting Division.
5	COMPTROLLER DATE - The date entered by DAGS Accounting Division. After approving the Warrants Cancelled form, the date is expressed in six characters. The first two digits represent the month, the next two digits the day, and the final two digits the year.
6	SFX - Enter the suffix number. This provides for sequential numbering of each warrant cancellation entry to ensure that each is unique. The first distribution should be assigned "01" and incremented for each additional warrant cancellation entry.
7	TC - Enter the transaction code that uniquely identifies the accounting event.
8	F-YR-APP-D - Enter the appropriation symbol as follows:  F - One-digit fund code.  YR - Two-digit fiscal year code.  APP - Three-digit appropriation account code.  D - Two-digit department code.
9	SOURCE/OBJECT - Enter the source or object code.
10	COST CENTER - Enter the cost center code if applicable. Use of this field is optional.
11	PROJECT NUMBER/PH - Enter the project number and project phase if applicable. Use of this field is optional.

STATE OF HAWAII  
Accounting Manual

Volume II: Budgetary Control Accounting  
Part 600: Disbursements

Page 641.03

SECTION 641: WARRANTS CANCELLED, SAFORM C-53

ITEM NO.	DATA AND DATA INSTRUCTIONS
(12)	DEPT ACT - Enter the department activity code if applicable. Use of this field is optional.
(13)	G/L ACCT - Enter the general ledger account number.
(14)	S/L ACCT - Enter the subsidiary ledger account number, if required by the transaction code used. Otherwise leave blank.
(15)	REFERENCE DOCUMENT NUMBER/SFX - Enter the reference document number and suffix, if required by the transaction code used.
(16)	VENDOR NUMBER/SFX - Enter the vendor number and suffix, if required by the transaction code used.
(17)	DATE CANCELLED - Enter the six-digit cancellation date; the first two digits for the month, the second two digits for the day, and the last two digits of the calendar year.
(18)	WARRANT DATE - Enter the six-digit date of the cancelled WARRANT; the first two digits for the month, the second two digits for the day, and the last two digits of the calendar year.
(19)	<p>WARRANT NUMBER - Enter the number of the cancelled WARRANT. The WARRANT number consists of the fund letter or alpha code assigned to the warrant series, the six-digit (seven digits for Unemployment Compensation Fund WARRANTS) numeric number assigned to the WARRANT, and the last digit of the fiscal year code as indicated on the WARRANT. Example: For WARRANT year 1986-1987, enter "7".</p> <p>NOTE: When more than one warrant is entered on this form, entries must be in order by warrant number sequence.</p>
(20)	AMOUNT - Enter the transaction amount applicable to the line entry related to the warrant to be cancelled.
(21)	<p>MOD - The modifier is required only when the transaction impacts a previously entered document. Enter one of the following:</p> <p style="margin-left: 40px;">A = Activate a closed document.</p> <p style="margin-left: 40px;">C = Close the document to prevent further posting. Otherwise leave blank.</p>

## STATE OF HAWAII

## Accounting Manual

Volume II: Budgetary Control Accounting  
Part 600: Disbursements

Page 641.04

SECTION 641: WARRANTS CANCELLED, SAFORM C-53

ITEM NO.	DATA AND DATA INSTRUCTIONS
(22)	OPTIONAL DEPARTMENTAL DATA - Enter the Comptroller Voucher Number which relates to the warrant being cancelled. The coding of the Comptroller Voucher Number should be as follows:  CVN: XXXXXXXX
(23)	REASON - Enter specific reason for requesting that warrant be cancelled, such as "Ven. Code Error" or "Duplicate Payment". (If more space is needed to state the reason for a particular warrant, see Item No. 24 below.)
(24)	OTHER REMARKS - Enter specific reason for requesting cancellation if space above (Item No. 23) is insufficient, or enter other remarks as appropriate.
(25)	HEAD OF DEPARTMENT - The head of the department or authorized representative must sign this form.
(26)	DATE - Enter date that head of the department or authorized representative signs the form.
(27)	COMPTROLLER - The Comptroller of the State or his authorized representative must sign the form.
(28)	DATE - Enter date that the Comptroller of the State or his authorized representative signs the form.

# Accounting Manual

Page 641.05

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July 1, 1985